How to Set Up Draft Payments

If you have not already registered your NRLP Online Profile, please visit the “How To” section of our website for instructions.  [https://nrlp.appstate.edu/how-tos](https://nrlp.appstate.edu/how-tos).

Once you have registered online, login, and choose Draft Payment Options from the Menu on the left.

This will take you to the Set Up Draft screen.

Choose the account you wish to set up from the dropdown. Customers with multiple accounts will need to set up each account separately.

Choose the type of draft you wish to set up by clicking the radio button next to your choice.

**Credit Card Draft Set Up**

Choose the radio button next to Credit Card Draft. Click the authorization box, and click Submit.

This will redirect you to our payment processor, Heartland Payment Services, to complete draft set up.
Click on Create Credit Card Payment Source to continue. Cancel will exit the set up.

Customer information on file will populate. Edit or add any required fields. Click Next.

Enter Card Number, Expiration Date, Name on Card, and Card Verification Number.

Read the terms and conditions section. Click the box agreeing to terms and conditions.

Click Next
To remove a Credit Card Draft

From the Set Up Draft screen:
Click the “Remove Current Draft Options” box.
Click the authorization box.
Click Submit.

Once processed, you will see Draft Type “Token-Credit Card” and the last 4 digits of the card listed. Draft is successfully set up.

Verify information. Click Back if you need to edit information. Once information is correct, click Create Payment Source.
Once the draft is removed, this screen will return to its original state, with no draft payment options displayed.
Bank Draft Setup

Choose the radio button next to Bank Draft. Enter the name of your financial institution, the ABA Routing Number, choose the Account Type (savings or checking), and your bank account number.

Click the authorization box, and click Submit.

Once processed, banking information will appear listed on the Set Up Draft page.

To Remove Bank Draft

Click “Remove Current Draft Options” box.

Click Submit.
Once the draft is removed, this screen will return to its original state, with no draft payment options displayed.

If you have questions or problems with draft set up or removal, please call our office at 828-264-3671 and choose option 5 from the main menu.